

# ***Agenda***

## ***Parks, Recreation and Cultural Resources Commission***

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Monday, April 7, 2003  
Milpitas City Hall - Committee Conference Room  
455 E. Calaveras Blvd.  
7:00 PM

**I. Call to Order**

**II. Flag Salute**

**III. Roll Call**

**IV. Seating of Alternates**

**V. Approval of Agenda: April 7, 2003**

**VI. Approval of Minutes: March 3, 2003**

**VII. Citizens Forum**

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

**VIII. Announcements and Correspondence**

- 2003 Water Walk Tour sponsored by the Santa Clara Valley Water District will be held on May 16, 2003 from 8:30 a.m. to 1:30 p.m. For more information, contact the Santa Clara Valley Water District Government Relations Unit at (408) 265-2607 ext. 2591.

**IX. Old Business**

**1. Parks Monthly Response Log - Blair King**

**Background:** Attached in the Commissions packet for review is a new reporting process between the PRCRC Commission and the Public Works Department. Blair King, Assistant City Manager, will be in attendance at the meeting to review the Monthly Response log and answer any questions the Commission may have.

**Recommendation:** Note, receipt, and file.

## **X. New Business**

### **1. CIP Update – Mike McNelly**

**Background:** Staff is to provide the Parks, Recreation and Cultural Resources Commission with an overview of the proposed Draft 2003-2008 CIP Document. The Commission advises staff on the Parks segment of the draft document which is scheduled to be submitted to City Council on April 15, 2003.

**Recommendation:** Review Parks segment projects and advise staff accordingly.

### **2. Cancellation of July Parks, Recreation and Cultural Resources Commission Meeting – Bonnie Greiner**

**Background:** Chairperson Munzel requested to agendize this item for discussion. The Commission needs to determine whether the Commission will have a quorum for the meeting or to cancel the meeting.

**Recommendation:** Discuss and advise staff.

### **3. Amendments to the Youth Sports Grant Guidelines – Bonnie Greiner**

**Background:** At the March 3, 2003, Parks, Recreation and Cultural Resources Commission (PRCRC) meeting, the Commission adopted the short-term goal in their work plan to amend the Youth Sports Grant Guidelines (Individual and Groups) to incorporate notification of achievements in the local newspaper through press releases and other media outlets.

**Recommendation:** Review and advise staff on amended Youth Sports Grant Guidelines.

## **XI. Staff Reports**

## **XII. Liaison Reports**

1. City Council – Council Member Polanski
2. Community Advisory Commission – Commissioner Mohsin
3. Senior Advisory Commission – Commissioner Gill
4. Planning Commission – Commissioner Tuason
5. Youth Advisory Commission - Commissioner Munzel
6. Milpitas Historical Society –
7. Arts Commission – Commissioner Krommenhock

## **XIII. Future Agenda Items**

## **XIV. Adjournment**

# ***Agenda***

## ***Parks, Recreation and Cultural Resources Commission***

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Monday, May 5, 2003  
Milpitas City Hall - Committee Conference Room  
455 E. Calaveras Blvd.  
7:00 PM

**I. Call to Order**

**II. Flag Salute**

**III. Roll Call**

**IV. Seating of Alternates**

**V. Approval of Agenda: May 5, 2003**

**VI. Approval of Minutes: April 7, 2003**

**VII. Citizens Forum**

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

**VIII. Announcements and Correspondence**

**IX. Old Business**

**1. Youth Sports Grant Guidelines Review (Kerrilyn Ely, Recreation Services Supervisor)**

**Background:** At the March 27, 2003, Parks Recreation and Cultural Resources Commission meeting, the Commission reviewed and advised staff to amend the Youth Sports Grant Guidelines (Individual and Groups) to incorporate several changes.

**Recommendation:** For the PRCRC to review and adopt recommended revisions to the Individual and Group Youth Sports Grant Guidelines and forward recommendations to City Council.

## **X. New Business**

### **1. Youth Sports Grant Fund Requests – PAL Soccer and Milpitas Youth Soccer Club (Kerrilyn Ely, Recreation Services Supervisor)**

**Background:** On June 25, 2002, the Milpitas City Council approved and appropriated \$10,000.00 for the Youth Sports Assistance Fund for the 2002-2003 budget year. Included in the Commission packet for review and consideration is (2) Group requests for Youth Sports Assistance.

Youth Sports Assistance Fund application was received from PAL Soccer, requesting \$1,000.00 to offset costs of the purchase of two (2) under eight goals, first aid kits for each field site, soccer balls and other misc. equipment needed for the Fall 2003 Soccer season.

Youth Sports Assistance Fund application was received from Milpitas Youth Soccer Club, requesting \$1,000.00 to offset the costs of the purchase of goals, nets, field marking equipment, all one-time purchases to start the Fall 2003 season.

**Recommendation:** Staff is recommending awarding PAL Soccer and Milpitas Youth Soccer Club their requested amounts of \$1,000.00 each, leaving a balance of \$4,670.00 for the remainder of the fiscal year to be used for future Youth Sports Assistance Fund Requests.

### **2. Senior Center Update (Mark Rogge, Principal Engineer)**

**Background:** At the April 7, 2003, PRCRC meeting, Chairperson Munzel requested that the Commission be provided an update on the status of the Senior Center. Mark Rogge, Principal Engineer, will be in attendance at the meeting to provide and update on the status of the Senior Center and answer any questions the Commission may have.

**Recommendation:** Note, receipt, and file.

### **3. Dog Park Plaque Dedication Approval (Blair King, Assistant City Manager)**

**Background:** Included in Commissions packet for review is a copy of the Dog Park Dedication plaque. This wording for this plaque has already been approved at the County level and will be forward to the City Council for approval after recommendation from the Parks, Recreation and Cultural Resources Commission.

**Recommendation:** Review Dog Park Dedication Plaque and forward recommendation to City Council.

### **4. June Park Tour Date and Time Selection (Bonnie Greiner, Recreation Manager)**

**Background:** Previously, the Parks, Recreation, and Cultural Resources Commission voted to have a Park Tour in June and cancel the June 2, 2003, PRCRC meeting. The Commission is requested to select a date and time for the Park Tour. A representative from Parks will be schedule to attend the Park Tour and answer any questions the Commission may have. Recreation staff will provide a Van Driver/Van to escort the Commissioners on the Park Tour.

**Recommendation:** Select a date and time for June, 2003, Park Tour.

## **XI. Staff Reports**

1. Parks Monthly Response Log

## **XII. Liaison Reports**

1. City Council – Council Member Polanski (50<sup>th</sup> Anniversary Update)
2. Community Advisory Commission – Commissioner Mohsin
3. Senior Advisory Commission – Commissioner Gill
4. Planning Commission – Commissioner Tuason
5. Youth Advisory Commission - Commissioner Munzel
6. Milpitas Historical Society –
7. Arts Commission – Commissioner Krommenhock

## **XIII. Future Agenda Items**

## **XIV. Adjournment**

# ***Agenda***

## ***Parks, Recreation and Cultural Resources Commission***

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Saturday, June 14, 2003  
**Milpitas Community Center, Room 7 & 8**  
457 E. Calaveras Blvd.  
9:00 AM  
(Park Tour Following Business Meeting)

**I. Call to Order**

**II. Flag Salute**

**III. Roll Call**

**IV. Seating of Alternates**

**V. Approval of Agenda: June 14, 2003**

**VI. Approval of Minutes: May 5, 2003**

**VII. Citizens Forum**

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

**VIII. Announcements and Correspondence**

**IX. New Business**

**1. Youth Sports Grant Fund Requests – Steven Ragsdale and Randy Zappia (Kerrilyn Ely, Recreation Services Supervisor)**

**Background:** On June 25, 2002, the Milpitas City Council approved and appropriated \$10,000.00 for the Youth Sports Assistance Fund for the 2002-2003 budget year. Included in the Commission packet for review and considerations are (2) Group requests for Youth Sports Assistance.

An Individual Youth Sports Assistance Fund Application was received from Steven Ragsdale, requesting \$265.00 to offset the cost of competing in the National BMX Biking in Hanford, California on April 25-27, 2003.

The second Individual Youth Sports Assistance Fund Application was received from Randy Zappia, requesting \$220.00 to offset the cost of competing in the National BMX Biking in Hanford, California on April 25-27, 2003.

**Recommendation:** Staff is recommending awarding the two (2) applicants their requested amounts of \$265.000 and \$220.00, therefore leaving a balance of \$4,185.00.

**2. New Portable Soccer Goals at Hall, Murphy and Ben Rogers Park (Kerrilyn Ely, Recreation Services Supervisor)**

**Background:** High concentration of soccer playing at Hall, Murphy and Ben Rogers Parks have caused these soccer fields to become deteriorated. These fields are worn from overuse in a relatively small area. In order to preserve the fields and decrease maintenance costs, staff is seeking to alter use patterns by spreading play out over a larger area. Towards this end, staff has removed permanent soccer goals and has made portable soccer goals available to the public through Recreation Services. Portable goals are now available for check out through Recreation Services. In addition to improving field maintenance, the check out and reservation system also helps to ensure that organizations and individuals who have reserved the fields have priority access.

**Recommendation:** Authorize the use of Portable Soccer Goals at Hall, Murphy and Ben Rogers Parks.

**X. Staff Reports**

1. Parks Monthly Response Log

**XI. Liaison Reports**

1. City Council – Council Member Polanski (50<sup>th</sup> Anniversary Update)
2. Community Advisory Commission – Commissioner Mohsin
3. Senior Advisory Commission – Commissioner Gill
4. Planning Commission – Commissioner Tuason
5. Youth Advisory Commission - Commissioner Munzel
6. Milpitas Historical Society –
7. Arts Commission – Commissioner Krommenhock

**XII. Future Agenda Items**

**XIV. Adjournment**

## **Park Tour Schedule**

1. Hall Park
2. Gill Park
3. Selwyn Park
4. Foothill Park
5. Murphy Park
6. Yellowstone Park



# ***Agenda***

## ***Parks, Recreation and Cultural Resources Commission***

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Monday, August 4, 2003  
Milpitas City Hall - Committee Conference Room  
455 E. Calaveras Blvd.  
7:00 PM

**I. Call to Order**

**II. Flag Salute**

**III. Roll Call**

**IV. Seating of Alternates**

**V. Approval of Agenda: August 4, 2003**

**VI. Approval of Minutes: June 14, 2003**

**VII. Citizens Forum**

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

**VIII. Announcements and Correspondence**

Milpitas Youth Soccer Club Presentation

**IX. New Business**

**1. Youth Sports Grant Fund Requests – Nastassia Hamor, Ricky Blas, Corina Blas, Riley Blas, Rustin Blas, Andrew Hoag, Martin McKeefery, Randy Zappia, Milpitas Youth Soccer Club, and PAL Soccer (Kerrilyn Ely, Recreation Services Supervisor)**

**Background:** On June 17, 2003, the Milpitas City Council approved and appropriated \$10,000.00 for the Youth Sports Assistance Fund for the 2003-2004 budget year. Included in the Commissions packet for review and consideration are eleven (11) Youth Sports Assistance applications.

An Individual Youth Sports Assistance Fund application was received from Nastassia Hamor, requesting \$500.00 to offset the cost of competing in the In-Line Skating competition in Lincoln Nebraska on July 12-18, 2003.

The second Individual Youth Sports Assistance Fund application was received from Ricky Blas, requesting \$30.00 to offset entry fees of competing in the Southwest Pacific Regional speed skating competition at Cal Skate in Milpitas, California which was held on June 7, 2003.

The third Individual Youth Sports Assistance Fund application was received from Corina Blas, requesting \$30.00 to offset entry fees of competing in the Southwest Pacific Regional speed skating competition at Cal Skate which was held on June 7, 2003.

The fourth Individual Youth Sports Assistance Fund application was received from Riley Blas, requesting \$30.00 to offset entry fees of competing in the Southwest Pacific Regional speed skating competition at Cal Skate in Milpitas, California which was held on June 7, 2003.

The fifth Individual Youth Sports Assistance Fund Application was received from Rustin Blas, requesting \$30.00 to offset entry fees of competing in the Southwest Pacific Regional speed skating competition at Cal Skate in Milpitas, California which was held on June 7, 2003.

The sixth Individual Youth Sports Assistance Fund application was received from Andrew Hoag, requesting \$500.00 to offset entry fees of competing in the 2003 USA Roller Sports Indoor Nations on July 12<sup>th</sup> – 18<sup>th</sup> in Lincoln, Nebraska.

The seventh Individual Youth Sports Assistance Fund application was received from Martin McKeefery, requesting \$500.00 to offset entry fees of competing in the Miniature Motor sports Racing Association West Coast Nationals on August 9<sup>th</sup>-10<sup>th</sup> at the South Sound Speedway in Rochester, Washington.

The eighth Individual Youth Sports Assistance Fund application was received from Randy Zappia, requesting \$330.00 to offset entry fees of competing in the 2003 World Championships for American Bicycle Association on July 31<sup>st</sup> to August 2<sup>nd</sup> in Reno, Nevada.

These applications fall within the guidelines, under the section, “Funding consideration will be given”, page 3, item #4 states; “As an event occurring where additional funding is required for a special event where participants are advancing beyond the normal spectrum of league play, hence causing additional expenses.”

An organizational request was received from Milpitas Youth Soccer Club, requesting \$1,000.00 to offset the cost of one-time purchase of portable soccer goals for Fall 2003 Soccer Season.

The second organizational request was received from PAL Soccer, requesting \$1,000.00 to offset the cost of one-time purchase of portable soccer goals for Fall 2003 Soccer season.

The third organizational request was received from Little League South, requesting \$1,000.00 to offset related traveling expenses for the All-Star Traveling Baseball Team Program.

Organizational applications fall within the group guidelines, under section “Funding consideration given”, and item states; “To one time activities or capital equipment purchase designed to address a significant need or problem which the organization cannot routinely finance.”

There is currently a balance of \$10,000.00 in the 2003-2004 Youth Sports Assistance Fund.

**Recommendation:** Staff is recommending awarding the following amounts as follows: \$500.00 to Nastassia Hamor, Anthony Hoag and Martin McKeefery, \$330.00 to Randy Zappia and \$30.00 each to Ricky, Corina, Riley, and Rustin Blas. Staff recommends awarding \$1,000.00 organization grant to Milpitas Youth Soccer Club, PAL Soccer, and Little League South, leaving a balance of \$5,050.00 for the remainder of the fiscal year to be used for future Youth Sports Assistance Funds requests.

## **2. Family Child Care Grant Support Program (Christine Rodriguez-Vigil, Preschool Coordinator)**

**Background:** The purpose of the Family Child Care Support Program is to allow Milpitas family child care providers servicing Milpitas residents the opportunity to submit a request for funding assistance from the City. A family child care provider offers child care services in his/her home. The family child care

business strives to meet the physical, social, emotional and intellectual needs of the children and to support families. The City Council approved \$4000.00 for the Child Care Assistance Fund for FY 2003-2004, all of which is currently available for distribution. As of the 2002-2003 fiscal year, the City of Milpitas Individual Family Child Care Fund Policies and Procedures allow a maximum yearly amount of \$500.00 per applicant. Any application which exceeds this annual limit amount must show justification of extraordinary need and be highly meritorious.

Eight family child care providers submitted applications for funding assistance: Alejandra Araya, Sherry Clanton, Yan Ding, Donna Egusa, Kim Lagman, Judy Ligon, Rosa Ruiz and Samiha (Suzie) Samawi. The providers are requesting the funding to augment their supplies, equipment, and curriculum materials for their family child care homes. Each provider is requesting \$500.00 for the purposes outlined below:

Alejandra Araya requests \$500.00 to purchase math and language materials to improve her preschool program. She also needs to purchase sleeping mats.

Sherry Clanton requests \$500.00 to purchase the Mother Goose Preschool Program, a new stroller, and extra liability insurance. Should the ages of children enrolled be too young for the Preschool Program, Ms. Clanton would like to purchase appropriate toys and books for children ages 0-2 in place of the Preschool Program.

Yan Ding requests \$500.00 to purchase additional learning materials and exercise equipment to enhance the mental and physical growth of the children in her care.

Donna Egusa requests \$500.00 to purchase preschool appropriate learning toys and role playing materials to enhance and update her playroom to be consistent with the developmental needs of the children currently enrolled.

Kim Lagman requests \$500.00 to purchase the Mother Goose Preschool Program, a wagon, an umbrella for shade outside in the back yard and riding bikes for the children.

Judy Ligon requests \$500.00 to enhance the safety and enrich the environment in her family child care home by purchasing books, balls, a stroller, a floor rug for the play area and a see-saw.

Rosa Ruiz requests \$500.00 to purchase learning materials, small chairs and tables, and indoor and outdoor play materials to improve the quality of her child care program.

Samiha (Suzie) Samawi requests \$500.00 to improve the services in her program, specifically through the purchase of a patio set for the children's use outdoors and extra food storage equipment for the children.

For additional details, please refer to the applications included in the Commission packets.

**Recommendation:** Approve the \$500.00 grant requests from the Child Care Assistance Fund to Alejandra Araya, Sherry Clanton, Yan Ding, Donna Egusa, Kim Lagman, Judy Ligon, Rosa Ruiz and Samiha (Suzie) Samawi. If approval is granted, all of the funding in the Child Care Assistance Fund for the FY 2003-2004 will have been disbursed.

### **3. Senior Center/Library Update (Mark Rogge, Principal Engineer)**

Background: Staff will present an informational report and proposal that involves relocating the sites of the Library and Senior Center for future renovation.

**Recommendation:** Note, receipt and file.

#### **4. City of Milpitas Patches (Bonnie Greiner, Recreation Services Manager)**

**Background:** The Commission requested staff to research the possibility of having City of Milpitas patches, which could be distributed to Youth Sports Grant Recipients who receive funding and could be displayed at Sports events/tournaments/etc.

**Recommendation:** Discuss and direct staff accordingly.

### **XI. Staff Reports**

1. Parks Monthly Response Log

### **XII. Liaison Reports**

1. City Council – Council Member Polanski (50<sup>th</sup> Anniversary Update)
2. Community Advisory Commission – Commissioner Mohsin
3. Senior Advisory Commission – Commissioner Gill
4. Planning Commission – Commissioner Tuason
5. Youth Advisory Commission - Commissioner Munzel
6. Milpitas Historical Society –
7. Arts Commission – Commissioner Krommenhock

### **XIII. Future Agenda Items**

### **XIV. Adjournment**

## ***Agenda***

### ***Parks, Recreation and Cultural Resources Commission***

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Monday, September 8, 2003

**Milpitas Community Center - Conference Room 7/8**

457 E. Calaveras Blvd.

7:00 PM

**I. Call to Order**

**II. Flag Salute**

**III. Roll Call**

**IV. Seating of Alternates**

**V. Approval of Agenda: September 8, 2003**

**VI. Approval of Minutes: August 4, 2003**

**VII. Citizens Forum**

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

**VIII. Announcements and Correspondence**

**IX. Old Business**

**1. City of Milpitas Patches (Bonnie Greiner, Recreation Services Manager)**

**Background:** The Commission requested staff to research the possibility of having City of Milpitas patches, which could be distributed to Youth Sports Grant Recipients who receive funding and could be displayed at Sports events/tournaments/etc.

At the August 4, 2003, meeting, the Commission reviewed a variety of sample patches provided by staff. The Commission requested that staff return with samples of the City of Milpitas Logo. Enclosed in the Commissions packet for review are a few samples of patches with different wording/placement.

**Recommendation:** Discuss samples and direct staff accordingly.

## **X. New Business**

### **1. Family Child Care Grant Support Program (Toby Librande, Child Care Coordinator)**

**Background:** The purpose of the Family Child Care Support Program is to allow Milpitas family child care providers servicing Milpitas residents the opportunity to submit a request for funding assistance from the City. A family child care provider offers child care services in his/her home. The family child care business strives to meet the physical, social, emotional and intellectual needs of the children and to support families. The City Council approved \$4000.00 for the Child Care Assistance Fund for FY 2003-2004, \$500.00 of which is currently available for distribution. As of the 2002-2003 fiscal year, the City of Milpitas Individual Family Child Care Fund Policies and Procedures allow a maximum yearly amount of \$500.00 per applicant. Any application which exceeds this annual limit amount must show justification of extraordinary need and be highly meritorious.

One family child care provider, Ms. Rosa Ruiz, submitted an application for funding assistance to be reviewed at the August 2003 Parks, Recreation and Cultural Resources Commission meeting. Due to transportation issues, Ms. Ruiz was not able to attend this meeting. She is therefore requesting to have her application reviewed at the September 2003 Commission meeting. Ms. Ruiz is requesting \$500.00 in order to purchase learning materials, small chairs and tables, and indoor and outdoor play materials to improve the quality of her child care program.

For additional details, please refer to the application included in the Commission packets.

**Staff Recommendation:** Approve the \$500.00 grant request from the Child Care Assistance Fund for Ms. Rosa Ruiz. If approval is granted, all of the funding in the Child Care Assistance Fund for the FY 2003-2004 will have been disbursed.

### **2. Youth Sports Grant Assistance Fund – Evan Meisner (Kerrilyn Ely, Recreation Services Supervisor)**

**Background:** On June 17, 2003, the Milpitas City Council approved and appropriated \$10,000.00 for the Youth Sports Assistance Fund for the 2003-2004 budget year. Included in the Commission packet for review and consideration is (1) Youth Sports Assistance application:

An individual Youth Sports Assistance Fund application was received from Evan Meisner requesting \$500.00 to offset the cost of competing in the BMX World Championships in Reno, Nevada on July 31<sup>st</sup> – August 3, 2003 and the National Championships for BMX Biking in Reno, Nevada on August 30<sup>th</sup> – September 1, 2003.

This application falls within the guidelines, under the section, “Funding consideration will be given,” page 3, item #4 states; “As an event occurring where additional funding is required for a special event where participants are advancing beyond the normal spectrum of league play, hence causing additional expenses.”

There is currently a balance of \$5,050.00 in the 2003-2004 Youth Sports Assistance Fund.

**Recommendation:** Staff is recommending awarding Evan Meisner their requested amount of \$500.00, therefore leaving a balance of \$4,550.00 for the remainder of the fiscal year to be used for future Youth Sports Assistance Funds requests.

### **3. Selwyn Park Conceptual Plan (Mark Rogge, Principal Engineer and Gail Seeds, Engineer)**

**Background:** Selwyn Park is a neighborhood park located on Selwyn Drive near South Park Victoria Drive and State Highway 237. The park was constructed in the 1960's, in a neighborhood containing primarily apartment homes. The park is in need of a renovation due to the age of its facilities, as well as to bring the site up to current standards for access and safety.

In May 2003, the City Council approved funding for the design and construction of improvements to Selwyn Park. Some of the funding is provided by the Community Development Block Grant (CDBG) program. The use of this funding requires the design and construction to move forward on a rapid schedule. In June the City Council authorized retaining the firm of SSA Landscape Architects to provide design services.

The park currently includes a sand play area with play equipment, a basketball hoop, and a small picnic/barbeque area. There is no turf, little shade, and few plantings. The interior paving is in poor condition, drainage improvements are needed, the site grading must be corrected, and the play equipment does not meet current standards for providing access to persons with varied abilities.

Last year, the residents were surveyed to invite their input on desired improvements. Improvements have been included in the proposed design based on safety, regulatory requirements, the neighborhood survey, available space, funding, and balance of recreation needs. The level of funding is sufficient to provide the most important elements, such as drainage corrections, new paving, turf area, and play equipment and grading that will meet accessibility standards for "whole access."

A layout has been developed that provides the priority amenities within budget. The layout also provides improved circulation, access, and recreation opportunities. The proposed layout will be presented to the Parks, Recreation and Cultural Resources Commission at the September 8, 2003, meeting.

**Recommendation:** Approve proposed layout for Selwyn Park Improvements.

### **4. Request to Waive the Roof Equipment Screening Requirement for a Designated Cultural Resource Building at 167 S. Main Street (Ola's Restaurant, formerly Campbell's Corners) (Annelise Judd, Project Planner)**

**Background:** The project site consists of a 2,000+/- square-foot building on a 0.4 acre lot located at the southwest corner of S. Main Street and Serra Way. The building was designated by the City Council as a Cultural Resource in 1986. The current property owner has converted the building's use to a restaurant, and the business has been in operation since April of this year.

The approved special conditions for the restaurant project include a requirement for screening of roof-top equipment. The applicant is requesting to waive this requirement. Because of this

building's designation as a Cultural Resource, this request is presented to the City's PRCRC as per Milpitas Municipal Code section XI-4 ("Cultural Resources Preservation Program").

Staff supports the request to waive the screening requirement. Because of the large required setbacks between the roof-top equipment and any screening material, any roof's screen for this equipment would have to be very wide and tall. Such a large screen would be massive, creating a significant visual change to the building's appearance. The applicant has framed a roof screen on the building to give an idea of how large the finished size of the screen would be (see photos in Commissioners' packets). Also, the structural engineer for the project cites concerns regarding the ability of the roof members to support such a large roof screen.

The applicant has painted the roof equipment a dark color matching the roof material.

**Recommendation:** Recommend approval to the City Council of the request to waive the roof screening requirement, and to require that the roof equipment be maintained in the dark color.

#### **5. DeVries Property on National Registrar & Elm Trees (James Lindsay, Planning Manager)**

**Background:** At the August 4, 2003, Chairperson Munzel requested to discuss the possibility of creating a sub-committee to complete the paperwork for adding the DeVries Property on the National Registrar and O'Toole Elm Trees as a historic item.

**Recommendation:** Hear Commission's request and direct staff accordingly.

#### **6. December 1, 2003, Parks, Recreation and Cultural Resources Commission Meeting Date (Bonnie Greiner, Recreation Services Manager)**

**Background:** The December 1, 2003, Parks, Recreation and Cultural Resources Commission meeting falls on the same date and time as the City's annual Tree Lighting Ceremony and will require this meeting to either be cancelled or the date rescheduled. The Commission is requested to discuss this item for consideration.

**Recommendation:** Direct staff accordingly.

### **XI. Staff Reports**

1. Parks Monthly Response Log

### **XII. Liaison Reports**

1. City Council – Council Member Polanski (50<sup>th</sup> Anniversary Update)
2. Community Advisory Commission – Commissioner Mohsin
3. Senior Advisory Commission – Commissioner Gill
4. Planning Commission – Commissioner Tuason
5. Youth Advisory Commission - Commissioner Munzel
6. Milpitas Historical Society –
7. Arts Commission – Commissioner Krommenhock



**XIII. Future Agenda Items**

**XIV. Adjournment**

# ***Agenda***

## ***Parks, Recreation and Cultural Resources Commission***

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Monday, October 6, 2003  
**Milpitas City Hall - Committee Conference Room**  
455 E. Calaveras Blvd.  
7:00 PM

- I. Call to Order**
- II. Flag Salute**
- III. Roll Call**
- IV. Seating of Alternates**
- V. Approval of Agenda: October 6, 2003**
- VI. Approval of Minutes: September 8, 2003**

### **VII. Citizens Forum**

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

### **VIII. Announcements and Correspondence**

PRT Presentation – Rob Means

### **IX. New Business**

#### **1. Youth Sports Grant Assistance Fund – Eric Armes and Red Devils Youth Baseball Team (Kerrilyn Ely, Recreation Services Supervisor)**

**Background:** On June 17, 2003, the Milpitas City Council approved and appropriated \$10,000.00 for the Youth Sports Assistance Fund for the 2003-2004 budget year. Included in the Commission packet for your review and consideration is one (1) Individual Youth Sports Assistance request and one (1) organizational assistance request.

An Individual Youth Sports Assistance Fund application was received from Eric Armes requesting \$500.00 to offset the cost of competing with the Milpitas Devil Baseball Team on October 31<sup>st</sup> – November 2, 2003 in Las Vegas, Nevada.

This application falls within the guidelines, under the section, "Funding consideration will be given", page 3, item #4 states; "As an event occurring where additional funding is

required for a special event where participants are advancing beyond the normal spectrum of league play, hence causing additional expenses.”

A Group request was received from Red Devils Youth Baseball Team requesting \$1,000.00 to purchase new safety equipment including helmets, catchers gear and uniforms.

This application falls within the guidelines, under section, “Funding consideration will be given”, page 2, item #3 states, “To one-time activities or capitol equipment purchases to address significant need or problem which the organizations cannot routinely finance.”

There is currently a balance of \$4,550.00 in the 2003-2004 Youth Sports Assistance Fund.

**Recommendation:** Staff is recommending approval of Eric Armes individual request for \$500.00 and one organizational request by the Red Devils for \$1,000.00 therefore leaving a balance of \$3,050.00 for the remainder of the fiscal year to be used for future Youth Sports Assistance Fund requests.

## **2. Parks Discussion (Carol Randisi, Senior Supervisor)**

**Background:** At the September 8, 2003, Parks, Recreation and Cultural Resources Commission meeting, the Commission expressed concerns about Gill Park and the growth of trees at that park. Carol Randisi, Senior Supervisor, will be in attendance at the meeting, to answer any questions, the Commission may have.

**Recommendation:** Note receipt and file.

## **3. O’Toole Elms Discussion (Kim Duncan, Junior Planner)**

**Background:** At the September, 8, 2003, the Parks, Recreation and Cultural Resources Commission, a sub-committee was formed to draft up a letter of request for the O’Toole Elms to be placed on the National register. This item has been agendized to determine if the Commission wishes to pursue this project. If the Commission decides to move forward with this project which would result in having a this item agendized for a Public Hearing for the November 3, 2003, Parks, Recreation and Cultural Resources Commission meeting for public input. Included in the Commission’s packet is a draft copy of the letter of request.

**Recommendation:** Determine Commission preference for O’Toole Elms.

## **X. Staff Reports**

### **1. Parks Monthly Response Log**

**XI. Liaison Reports**

- 1. City Council – Council Member Polanski (50<sup>th</sup> Anniversary Update)**
- 2. Community Advisory Commission – Commissioner Mohsin**
- 3. Senior Advisory Commission – Commissioner Gill**
- 4. Planning Commission – Commissioner Tuason**
- 5. Youth Advisory Commission - Commissioner Munzel**
- 6. Milpitas Historical Society –**
- 7. Arts Commission – Commissioner Krommenhock**

**XII. Future Agenda Items**

**November – Child Care Grant Program Update; Park Priorities**

**XIII. Adjournment**

# ***Agenda***

## ***Parks, Recreation and Cultural Resources Commission***

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Monday, November 3, 2003  
**Milpitas City Hall - Committee Conference Room**  
455 E. Calaveras Blvd.  
7:00 PM

**I. Call to Order**

**II. Flag Salute**

**III. Roll Call**

**IV. Seating of Alternates**

**V. Approval of Agenda: November 3, 2003**

**VI. Approval of Minutes: October 6, 2003**

**VII. Citizens Forum**

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

**VIII. Announcements and Correspondence**

**IX. Public Hearing**

**1. O'Toole Elms Public Hearing (Kim Duncan, Junior Planner)**

Proposed Designation of the O'Toole Elms (also known as the Elmwood trees) as "Cultural Resources Site," located between South Main and South Abel Streets, just north of the Main Fire Station.

**X. New Business**

**1. Youth Sports Grant Assistance Fund – Michael DeJesus and Sara Sayasane (Kerrilyn Ely, Recreation Services Supervisor)**

**Background:** On June 17, 2003, the Milpitas City Council approved and appropriated \$10,000.00 for the Youth Sports Assistance Fund for the 2003-2004 budget year. Included in the Commission packet for your review and consideration is one (1) Individual Youth Sports Assistance request and one (1) organizational assistance request.

The first Individual Youth Sports Assistance Fund application was received from Michael DeJesus requesting \$500.00 to offset the cost of competing in the Las Vegas Baseball Academy in Las Vegas on October 31<sup>st</sup> – November 2, 2003.

This application falls within the guidelines, under the section, “Funding consideration will be given”, page 3, item #4 states; “As an event occurring where additional funding is required for a special event where participants are advancing beyond the normal spectrum of league play, hence causing additional expenses.”

The second Individual Youth Sports Assistance Fund Application was received from Sara Sayasane, requesting \$2,800.00\* to offset cost of competing in the World Championships for In-line Speed skate in Venezuela from November 1 – 10, 2003.

\*This individual application request exceeds the application maximum funding limit of \$500.00. Staff contacted the applicant on October 22, 2003 and reviewed the application and the staff recommendation of the maximum funding of \$500.00. All other aspects of the this individual application falls within the guidelines, under the section, “Funding consideration will be given”, page 3, item #4 states; “As an event occurring where additional funding is required for a special event where participants are advancing beyond the normal spectrum of league play, hence causing additional expenses.”

There is currently a balance of \$3,050.00 in the 2003-2004 Youth Sports Assistance Fund.

**Recommendation:** Staff is recommending awarding two (2) applicants their requested amount of \$500.000 therefore leaving a balance of \$2,050.00 for the remainder of the fiscal year to be used for future Youth Sports Assistance Fund requests.

## **2. Recommended Non-Resident Fee Adjustments for Sports Center Indoor, Outdoor Facility Rentals and Programs (Kerrilyn Ely, Recreation Services Supervisor)**

**Background:** In October 2002, City Council approved fee increases for a variety of Recreation programs and services to be effective March 2003. At this time several Council members requested that staff examine all non-resident fee structures. In reviewing current Recreation Services non-resident fee structures staff has determined that several Sports Center programs, Indoor and Outdoor facility rentals have been identified and are recommended for non-resident fee adjustments.

Recreation Services staff has surveyed various surrounding cities to determine and compare average non-resident fees for the Milpitas Sports Center programs, Indoor and Outdoor facility use. The results of the fee survey and staff recommendations are included in the Commissions packet for review.

**Recommendation:** Staff is recommending approval of proposed Recreation Services' non-resident fee adjustments as follows:

1. Approve recommended fee adjustments for Milpitas Sports Center large gym, fields, and tennis court rentals effective January 1, 2004.
2. Approve the addition of Personal Training packages and rates effective January 1, 2004.
3. Approve recommended monthly non-resident fees for Milpitas Tidal Waves and Stay and Play Program effective January 1, 2004.

## **XI. Staff Reports**

1. Parks Monthly Response Log

## **XII. Liaison Reports**

1. City Council – Council Member Polanski (50<sup>th</sup> Anniversary Update)
2. Community Advisory Commission – Commissioner Mohsin
3. Senior Advisory Commission – Commissioner Gill
4. Planning Commission – Commissioner Tuason
5. Youth Advisory Commission - Commissioner Munzel
6. Milpitas Historical Society –
7. Arts Commission – Commissioner Krommenhock

## **XIII. Future Agenda Items**

**December** - Child Care Grant Program Review  
**January** – Election of Officers; Park Priorities

## **XIV. Adjournment**

# ***Agenda***

## ***Parks, Recreation and Cultural Resources Commission***

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Monday, December 8, 2003  
**Milpitas Community Center, Auditorium**  
457 E. Calaveras Blvd.  
7:00 PM

**I. Call to Order**

**II. Flag Salute**

**III. Roll Call**

**IV. Seating of Alternates**

**V. Approval of Agenda: December 8, 2003**

**VI. Approval of Minutes: November 3, 2003**

**VII. Citizens Forum**

Members of the audience are invited to address the Commission on any subject not on tonight's agenda. Speakers must supply their name and address for the record. Commissioners cannot respond to issues brought forward, but may request that the matter be placed on the agenda of a future meeting.

**VIII. Announcements and Correspondence**

Milpitas Youth Soccer Presentation – Mike Baker (10 minutes)

**IX. New Business**

**1. Family Child Care Assistance Fund Policies and Procedures Update (Toby Librande, Child Care Coordinator)**

**Background:** In 1991, the Milpitas City Council funded a Child Care Study to assess the status of the child care systems in Milpitas and to review best practices and implement action steps. The Council received the full report with staff recommendations in March 1994. One of the recommendations from this report was to initiate a new grant program for family child care providers. Staff created a pilot program that was presented to the Parks, Recreation and Cultural Resources Commission (PRCRC) on November 8, 1995. At this meeting, the PRCRC reviewed and unanimously approved the Child Care Grant Program and Process. The item was then agendized for the January 23, 1996 Milpitas City Council meeting. At this time, Council unanimously approved the proposed Child Care Grant Program, permitting implementation and advertising 30 days from the Council's approval. The first round of funding began the same fiscal year, 1995/1996,



with three grants being issued. Please refer to the Attachment “Comprehensive Family Child Care Assistance Fund Grantee List” for a complete breakdown of funding beginning in 1995/1996 through the present.

The only changes to the program over the past eight years have been monetary in nature. The fiscal year budget increased, from the initial annual funding of \$2500.00 in 1995/1996, \$3500.00 in FY 1999/2000, to the current level of \$4000.00 in 2001/2002. Also, the individual annual grant limit increased effective FY 2002/2003 from \$250.00 to \$500.00 per applicant. No other changes to the Policies and Procedures have been adopted.

Since the inception of the grant program, the recognized importance of the child care field has blossomed. Two trends have helped support the concept that child care is more than just “babysitting”. The first trend is that of current brain research, which continues to demonstrate the importance of quality early learning experiences for young children’s optimal development. The second trend which has emerged over the past decade is the idea that quality child care environments not only support the healthy development of children, but also support the healthy development of local economies. If children are in quality care, parents can contribute to the workforce, which strengthens local businesses. These trends, taken together with feedback received from grantees (regarding both the content of the policies as well as the steps in the process), prompted staff to begin a policies and procedures review of the Family Child Care Assistance Fund. Staff identified four desired outcomes to updating the Family Child Care Assistance Fund Policies and Procedures:

1. To align the funding priorities with current county, state and federal priorities
2. To clarify the language of the document to be more reader-friendly
3. To reorganize the details of the eligibility requirements, funding priorities, fiscal limits and application process, and
4. To address possible provider licensing issues and outline the procedure for funds recovery

Staff utilized the above desired outcomes to guide the Family Child Care Assistance Fund grant program update. Various changes were incorporated into the proposed Policies and Procedures document, which are detailed below. Staff then forwarded the current Policies and Procedures and the proposed changes to the City Attorney for review. In addition to an overall review, staff requested that the City Attorney specifically review the proposed priority funding change and suggest a process by which the City could recover grant funding should a grantee have a problem with licensing or close their business. The City Attorney’s response via email is attached to the Commissions packet for review. In addition, the suggested language covering the licensing issue was incorporated into the Fiscal Limits and Conditions, Items 3 and 4.

The most significant changes to the Policies and Procedures are as follows:

1. The title of the program was changed from the Individual Family Child Care Assistance Fund to the Family Child Care Assistance Fund.
2. The Purpose section was rewritten to clearly state the goal for the grant fund, “ to increase program quality in Milpitas family child care homes”, and define the term “family child care home”.
3. The Eligibility Requirements were streamlined.
4. The 51% resident requirement was removed. Justification for this change centers around the concept that child care supports not only residents, but also local businesses. For continued economic vitality, local businesses benefit by having accessible child care for their employees.
5. Applicants must now submit a copy of their current family child care license issued by the Department of Social Services, Community Care Licensing.
6. The term that grantees have to return documentation of grant expenditures was changed from 30 days to 1 year. The condition was added that grantees that have not submitted all necessary paperwork are not eligible for subsequent grant allocations until City staff has received the missing items.
7. Funding priority details were added. Priority funding now will go to support providers who care for children with special needs or developmental delays. Specific examples of appropriate second priority funding requests were also outlined.
8. The fiscal limit section was expanded to include funding conditions. Specifically, language was added per the City Attorney outlining the conditions by which a grantee must return funding to the City.
9. The Parks, Recreation and Cultural Resources Commission may now recommend any amount deemed appropriate, which may be less than or up to the full \$500.00 annual limit. The PRCRC may not recommend funding which exceeds this annual limit.
10. The current Acceptable Funding Criteria section was rewritten and incorporated into the new Funding Priority section.
11. The Application Process section was flushed out to detail more precisely the responsibilities and process of the applicant and the City staff.
12. Under the Application Process section, Item 9, grantees may now be invited to sign a Press Release Consent Form, in order to have press releases issued to highlight the provider and grant disbursements.

Included in the Commission packets are eight items for review:

1. The current Individual Family Child Care Assistance Fund Policies and Procedures Document
2. The proposed Family Child Care Assistance Fund Policies and Procedures Document
3. The Comprehensive Family Child Care Assistance Fund Grantee List
4. The e-mail response from the City Attorney, Mr. Peter Spoerl

**Staff Recommendation:** Discuss and approve the proposed changes to the Family Child Care Assistance Fund Policies and Procedures.

**X. Staff Reports**

1. Parks Monthly Response Log

**XI. Liaison Reports**

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**XII. Future Agenda Items**

**January** – Election of Officers; Park Priorities

**XIV. Adjournment**